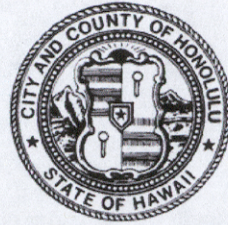


LRMB has one of the most extensive collections of information on planning, land use, mass transportation, wastewater management and recreation in the state.



Open

Monday – Friday, 7:45 a.m. - 4:30 p.m.

SERVICES ESPECIALLY FOR CITY EMPLOYEES

1. Automatic magazine routing is available by request at 523-4577.
2. Study guides for civil service examinations are available.
3. Employees may recommend work-related books for the library to purchase.
4. We will arrange interlibrary loans for books that are not available in our collection
5. We can assist in organizing, storing, microfilming and preserving your departmental records. Call our records management analyst at 523-4004 for information.

WHAT ELSE SHOULD I KNOW?

To check out library materials, you need to register by providing your photo ID, name, phone numbers and address or, if a city employee, your department and division.

Library, Records Management & Bookstore (LRMB)

Public Communications Division
Department of Customer Services
558 S. King Street
Honolulu, HI 96813
Phone (808) 523-4577
Fax (808) 523-4985
www.co.honolulu.hi.us

THE MUNICIPAL LIBRARY, RECORDS CENTER AND BOOKSTORE



558 South King Street
City Hall Annex

A BRIEF GUIDE TO SERVICES, COLLECTIONS AND POLICIES

City & County of Honolulu

August 2001

GENERAL SERVICES

Although primarily established to serve City & County employees, most services are available to all. We are here to:

1. Answer your reference questions in person, by telephone (523-4577), mail, email (library@co.honolulu.hi.us) or fax (523-4985).
2. Provide you with a copy of *The Bookshelf*, our bimonthly list of new publications (also on the city's intranet and our internet catalog).
3. Show you how best to use the Internet for research about local government.
4. Help you find current and historical information about city affairs from our newspaper clipping files.
5. Purchase city publications from the Municipal Bookstore, including the land use ordinance, sustainable communities plans and building codes.

ON LINE SERVICES

The library has public computers to access:

1. Our internet card catalog at <http://www.state.hi.us/lrb/card>. It is a combined catalog with the libraries of the Supreme Court, Legislative Reference Bureau and Department of Business, Economic Development & Tourism.

2. Other libraries and information resources.

ABOUT THE COLLECTION

The library has over 34,000 publications, 300 magazine subscriptions and news clippings relevant to local government policies and activities.

It is also a selective Federal Depository Library that provides free access to many federal government publications.



As the City & County of Honolulu's depository, all city agencies are required to file copies of their publications in the reference library.

Selected magazine articles about Honolulu are indexed in our catalog.

POLICIES AND PROCEDURES

The loan period is two weeks for books and one week for magazines. Renewals may be arranged on request.

Charges for photocopying are 50¢ for the first page and 25¢ per page thereafter.

Overdue fines are 25¢ per item per day including weekends and holidays.

HISTORY OF THE LIBRARY

The Reference Library was established in 1929 as part of the City Planning Commission. In 1976, the library became the Municipal Reference & Records Center with the additional responsibilities for records management, archives and city depository programs.

In 2000 a City Charter amendment added the Municipal Bookstore operation and moved all programs into the Department of Customer Services.

ABOUT THE BUILDING

The unique, neo-classical building housing the library and bookstore was constructed in 1930 as a bible school for the Hawaii Evangelical Association.

The red brick building is a companion to two older nearby structures constructed in 1916 and named the Mission Memorial Buildings. They were purchased by the city in 1946 and are listed on the National Register of Historic Places as the only examples of Jeffersonian classical architecture in the state.

